

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 400 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: AR 430 (09/09/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 430 TRANSPORTATION OF INMATES	EFFECTIVE DATE: 10/10/03

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PURPOSE

To establish standards which govern the conduct of inmate transportation in a manner that provides for the continuing protection of the general public, and for the safe and humane treatment of the inmate. **(3-4182)**

AUTHORITY

NRS 209.131

RESPONSIBILITY

Designated transportation officers are responsible to comply with this regulation.

The Central Administration Transportation Lieutenant is responsible to insure compliance with this regulation.

The Assistant Director of Operations is responsible for the operation and management of Central Transportation.

DEFINITIONS

TRANSPORTATION – Any movement of inmates outside the perimeter of the institution/facility including, but not limited to, transfers, medical appointments and court.

UNCLOTHED BODY SEARCH – An examination of an inmate/resident's naked body for weapons, contraband and physical abnormalities. This includes a thorough search of all the individuals clothing while it is not being worn.

APPLICABILITY

This regulation applies to all Departmental employees involved in the transportation of inmates.

PROCEDURES

430.01 VEHICLES USED TO TRANSPORT

1.1 Inmates will be transported in vehicles owned and operated by the Department.

- Privately owned vehicles may be used only in cases of emergency, and, where the use of a state owned vehicle is not practical or possible.
- Except for private sector transport contractors as described in 430.04.

1.2 The transportation vehicle will be thoroughly searched before any inmates are loaded for transport. The vehicle will be searched and cleaned at the end of each transport. **(3-4184)**

1.3 The vehicle, gas, oil, water and equipment will be checked prior to the trip.

430.02 TRIP PREPARATIONS

1.1 Staff travel authorization and per diem advances will be completed prior to the departure of an overnight transport.

1.1.1 Requirements of the Department's Administrative Regulation 265 Travel, shall be followed.

1.1.2. Officers assigned to Central Transportation have the option of obtaining a Diners Club card through the Department Travel Coordinator.

1.1.1.1 The Diners Club card can serve as a charge card for travel expenses, including lodging and meals and as an ATM card for cash advances.

1.1.1.2 The Diners Club card is for official state business only and is kept on the Transportation Officers person at all times.

1.2 A Transportation Order, Form DOC-2042 must be completed for all transportation except that which is for the purpose of transporting inmates to and from scheduled work assignments (minimum and community trustee custody).

1.2.1 The approving authority for transportation orders is the Warden, Associate Warden, Facility Manager or Administrator of the Day (AOD).

1.2.1.1 This responsibility cannot be delegated.

1.2.1.2 If verbal approval is obtained, the approving authority will be noted on the order.

1.2.2 The approving authority should take reasonable steps to insure that each transport order is justified on the basis of supporting documentation. Supporting documentation includes but is not limited to:

- Completed classification action sheets;
- Court Orders to Produce; and
- Physician's orders.

1.3. Transportation activity will be limited to that which do applicable law and policy minimally require.

430.03 TRANSPORTATION OF INMATES

1.1 Restraint equipment shall be used only for the purpose of control and shall never be used as punishment or in any way that causes undue physical pain or restricts the blood circulation or breathing of an inmate. **(3-4183)**

1.2 Unless special circumstances dictate otherwise, inmates will be transported in-groups, as opposed to individually, to avoid unnecessary expense.

1.3. At no time will transporting officers physically handle the inmate while armed, or place themselves in a position relative to the inmates where the inmate has access to a holstered weapon.

1.4 Routine restraints, security equipment, and staff.

1.4.1 Maximum and Close Custody

1.4.1.1 Transportation will be conducted with security vans or buses. If circumstances preclude the use of a security van or bus, a screened station wagon or sedan may be used. Maximum or close custody inmates will be transported in waist and leg restraints.

1.4.1.2. Inmates with maximum or close custody shall be transported by at least two officers, one of whom will be armed.

- A chase vehicle shall be utilized with the number of officers to be determined on a case by case basis.
- A chase vehicle with at least one armed officer will be utilized for all inmates considered high escape risks.

1.4.2 Medium Custody

1.4.2.1 The approving authority will have the discretion to determine the level of security, i.e.: the number of officers, type of vehicle and weapons. Waist and leg restraints are required.

1.4.3 Minimum Custody

1.4.3.1 Minimum custody inmates may be transported by a single officer or employee. Restraints are not required.

1.4.3.2 For this section, officer includes an employee of the Nevada Division of Forestry.

1.4.4 Community Trustee Custody

1.4.4.1 Inmates with this custody may travel on routine or emergency trips outside the facility without escort or may be escorted, without restraints, by a single officer or employee.

1.4.5 Mixed Custody

1.4.5.1 When transporting inmates with mixed custody, all inmates will be treated according to the transportation requirements of the highest custody inmate being transported. This includes restraints, weapons and staff requirements.

1.5 Non-Routine Restraints and Security Equipment

1.5.1 Medical

1.5.1.1 Medical conditions, which do not permit the full utilization of routine restraint apparatus, will be evaluated on a case-by-case basis. To the extent possible, the arrangement of restraints will be modified to accommodate the medical condition. In any event, public safety will remain the overriding concern.

1.5.1.2 In non-emergency transportation where the condition is known prior to transport the senior officer on duty will determine the degree of restraints. During emergency transportation or in cases where the medical problems arises during the transport, the senior officer will determine the degree of restraints.

1.5.2 Behavior Problems

1.5.2.1 If the behavior of an inmate cannot be controlled with routine restraints including the use of ankle restraints and direct orders and if the behavior is physically abusive or threatening to any person, then additional restraints, outlined below, may be utilized at the discretion of the senior transporting officer. **(3-4183)**

1.5.2.2 The use of a handcuff cover with security chain may be used to restrict the inmate's hand movement, including the ability to tamper with locking devices.

1.5.2.3 A control chain may be used to further restrict the mobility of an inmate under transport. The control chain attaches to the waist and leg restraint and serves to connect the two. Shortening the distance between the two has the effect of immobilizing the inmate.

- The use of a control chain is an extreme measure that should be used only as a last resort.
- An inmate who is immobilized with the control chain cannot be allowed to remain lying or sitting on the vehicle seat. Because mobility and balance are restricted, the person could fall and experience injury.
- An inmate restrained with the control chain will be placed on their side on a pad on the floor of the vehicle.
- This restraint should be removed as soon as it is no longer necessary to control the inmate's behavior. **(3-4183)**

1.5.2.4 Inmate will not be placed on the ground in the sitting, kneeling, or prone position, except when absolutely necessary for control purposes.

- Sitting, kneeling, or prone positions are all acceptable control positions in circumstances such as: immediate temporary control of inmate to prevent assaults, escape attempts, unauthorized movement, riots, etc., and are to be used as a temporary measure only.
- These positions are not acceptable when dealing with fully restrained inmates except in the most extreme situation.
- They are never to be used as punishment. **(3-4183)**
- If it is deemed necessary to physically place either one inmate or a group of inmates on the ground in the sitting, kneeling, prone position, all custody personnel present at the time will prepare a written use of force documentation of the incident.

1.5.3 Institutions may utilize restraint belts for transporting high-risk inmates at the discretion of an Associate Warden or higher.

1.6 Requirements for Unclothed Body Search

1.6.1 Persons being transported for any reason, other than scheduled outside work (minimum and community trustee), must submit to an unclothed body search prior to transport. In addition to the general provisions outlined below, the specific requirements of the Department's Administrative Regulation 422 should be followed. **(3-4184 and 3-4269)**

1.6.2 The inmate will be positively identified and an unclothed body search will be conducted prior to transportation

1.6.2.1 After the unclothed body search, the inmate shall be isolated from other inmates being transported that have not had an unclothed body search and will remain under direct supervision. If any contact is made between the searched inmate and any other inmate who has not been searched, a second search will be conducted. **(3-4184)**

1.6.2.2 If the transporting officer(s) is different from the officer who conducted the search, a second search will be conducted at the discretion of the transporting officer. Inmates shall have nothing in their pockets nor be in possession of any personal property before being presented to the transportation officer for search and placement in restraints. **(3-4184)**

1.6.2.3 During transportation, articles that may be in an inmate's possession are limited to Keep on Person (KOP) medications, approved medical appliances, (no canes, crutches, etc) and wedding rings. Smoking is prohibited on State Vans and inmates are not allowed to carry cigarettes or lighters.

- Legal papers being transported with the inmate for court hearings will be inspected (not read) for contraband by the transporting officers in the presence of the inmate and will be carried in the driver's compartment of the transportation vehicle.
- All other property to be transported will be thoroughly searched and appropriately boxed (in accordance with the Department's Administrative Regulation 711) prior to being placed in the vehicle. All property will be stored separately in the transportation vehicle and under no circumstances will an inmate be allowed access to any property. The inmate's property will be re-issued at the receiving institution. **(3-4184)**

1.7 Search requirements for inmates being transported to/from work assignments-- minimum and community trustee inmates.

1.7.1 All inmates with minimum and community trustee custody will receive a clothed body search prior to being transported to their work assignments. Random unclothed body searches will also be conducted. **(3-4184)**

1.7.2 A clothed body search will be conducted upon return to an institution/facility of the Department.

1.8 Inmate transportation clothing requirements are as follows:

1.8.1 All male inmates being transported will be dressed in the following clothing which may be either state issued or personal: **(3-4317)**

- Blue state issued type shirt;
- Denim blue jeans;
- Appropriate underwear, i.e., t-shirt, socks and underwear;
- Appropriate footwear; and
- Suitable jacket or outside coat in winter weather.

1.8.2 The only exception to the above is male maximum custody inmates who are

transported out of an institution via a state vehicle other than Central Transportation Bus. Maximum custody inmates who are transported in a state vehicle, other than the bus, will be dressed in orange coveralls, with appropriate underwear and footwear only.

1.8.3 The Warden will determine clothing requirements for the transfer and routine transportation of females.

1.9 Periodically the Department contracts the services of private sector transportation contractors for the interstate movement of inmates. Each such contract contains individual and specific performance requirements.

1.10 Male and Female inmates may be transported on the same vehicle.

1.10.1 Whenever possible when transporting female inmates, a female officer should be present. Two male officers can transport numerous female inmates at the same time, but two male Officers cannot transport only one female inmate.

REFERENCES

ACA Standards 3-4269, 3-4182, 3-4183, 3-4184, and 3-4317

ATTACHMENTS

Inmate record of Court Appearance, DOC Form 2031
Transportation Order, DOC Form 2042

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.